



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TENNESSEE 38054-5057

IN REPLY REFER TO:

COMNAVCRUITCOMINST 12410.2E

Code 14

AUG 13 2001

COMNAVCRUITCOM INSTRUCTION 12410.2E

From: Commander, Navy Recruiting Command

Subj: CIVILIAN EMPLOYEE TRAINING AND DEVELOPMENT

Ref: (a) HRONOLAINST 12410.10

Encl: (1) Individual Development Plan (IDP), NAVCRUIT 12410/2

1. Purpose. To revise civilian employee training and development policies in accordance with reference (a).
2. Cancellation. COMNAVCRUITCOMINST 12410.2D (HDQ). Due to the number of changes, marginal notations are not included.
3. Policy. It is the policy of the Navy Recruiting Command to plan and provide training for the development of civilian employees to enable them to make the maximum contribution towards the accomplishment of the Command's mission. Training is an essential component of personnel management and, as such, deserves the priority attention of all managers of the Navy Recruiting Command. The following managerial guidelines are established in support of the Navy Recruiting Command's training program.

a. Civilian employees shall be given fair and equitable consideration in the selection and assignment for training consistent with established Command priorities, merit promotion principles and procedures, and accepted personnel management practices.

b. Selection and assignment of employees for training shall be free from discrimination because of race, color, religion, sex, national origin, age, handicap or other factors unrelated to the need for training.

c. Employees shall be selected for training which shall increase their knowledge, proficiency, ability and skills directly related to official duties, both current and/or anticipated.

**AUG 13 2001**

d. The Navy Recruiting Command may provide financial support for books and tuition to employees who pursue job-related training at non-Government educational institutions if funds are available and the following criteria are met:

(1) Previous courses funded by this Command have been completed successfully with a satisfactory grade or at least a grade of C or numerical equivalent.

(2) Prior to commencement of the desired course of study, the DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, has been submitted and approved.

e. If training courses are not completed or dropped or failed, the employee will be required to reimburse the Command for all course tuition and books.

f. Self-development training courses cannot be required after regular working hours and transportation shall not be funded for such courses. The Command will fund transportation costs for Command sponsored mandatory daytime training courses.

#### 4. Responsibilities

a. The Civilian Personnel Division (Code 14) shall:

(1) Review Departmental Annual Training Plans and incorporate revisions, deletions or additions into an Activity Training Plan for presentation to the Deputy Commander.

(2) Contact HRO Memphis Field Office if Employee Development assistance is required.

(3) Ensure that all training completed by Command employees is evaluated and recorded on Request Authorization, Agreement, Certification of Training and Reimbursement (DD-1556) and forwarded to the Human Resources Service Center for inclusion in the employee's Modern Defense Civilian Personnel Data System (MDCPDS) history file.

b. Region Commanders, District Commanding Officers, Commanding Officer, Navy Recruiting Orientation Unit and CNRC Headquarters Department Directors shall:

AUG 13 2001

(1) Require Individual Development Plans from immediate supervisors or second level supervisors to ensure availability to accomplish training requirements. They shall also approve plans and training requests based upon office workload.

(2) Submit annually, when requested, a Departmental Annual Training Plan (ATP) to the Civilian Personnel Division (Code 14).

c. Immediate supervisors and second level supervisors shall:

(1) Establish priorities for training based on Command and Department needs or goals and operational requirements.

(2) Provide input to Region Commanders, District Commanding Officers, Commanding Officer, Navy Recruiting Orientation Unit and CNRC HQ Department Directors using NAVCRUIT 12410/2, Individual Development Plan (enclosure (1)), for every civilian as outlined in reference (a).

(3) Encourage self-development efforts by counseling employees on their performance of official duties, self-development plans and careers.

(4) Evaluate effect of training on employee's performance within 30 days of training completion using Copy 9 of DD Form 1556. Forward copy of completed evaluation to Code 14.

d. Employees shall:

(1) Make known to their supervisors their training requirements and career goals.

(2) Consult with the Civilian Personnel Division (Code 14) or designated activity point of contact, for direction and guidance.

(3) Apply for training assistance as outlined in this directive.

(4) Submit Request, Authorization, Agreement,

**AUG 13 2001**

Certification of Training and Reimbursement (DD Form 1556) for Approval.

(5) Apply the knowledge, skills and techniques acquired through training to their jobs as outlined in reference (a).

(6) Evaluate training completed within 30 days of completion using Copy 9 of DD Form 1556. Forward the evaluation form to the immediate supervisor for their input.

5. Forms. DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, may be requisitioned per NAVSUP P-2002D, Navy Stock List of Publications and Forms. The form is also available electronically via Explorer-Form Flow-Fed Forms.

  
W. S. SLOCUM  
Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2T (HDQ)

List IA Department Directors and Special Assistants

IC Headquarters Civilians

IE Navy Recruiting Orientation Unit

IIA Region Commanders

IIIA Navy Recruiting Districts

AUG 13 2001

**INDIVIDUAL DEVELOPMENT PLAN (IDP)**

<b>PART I - EMPLOYEE IDENTIFICATION</b>			
1. EMPLOYEE NAME (Last, First, MI)	2. SOCIAL SECURITY NUMBER	3. TITLE/SERIES/GRADE	4. ORGANIZATION
<b>PART II - EMPLOYEE GOALS</b>			
1. IMMEDIATE CAREER GOALS (1 Year)		2. LONG-RANGE GOALS (Next 2-3 Years)	

<b>PART III - EMPLOYEE DEVELOPMENT</b>			
ON THE JOB TRAINING/OUT:	DEVELOPMENTAL ASSIGNMENTS:	FORMAL TRAINING:	OTHER:

<b>PART IV - REVIEW AND CONCURRENCE SIGNATURES</b>	
1. EMPLOYEE NAME (Typed):(IDP concurred by employee)	2. SUPERVISOR (Typed):(IDP concurred by supervisor)
SIGNATURE/DATE:	SIGNATURE/DATE:

**PURPOSE AND USES:** The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate.